



**GMP Instructions FOR THE UCB PERSONAL and its sub-contractors
GMP00027/02**

These are minimal instructions and do not take the place of a compliance with applicable company procedures.

Staff is a key element of the Quality Management System that leads to the correct manufacturing of the medicinal products. Every person must be conscious of the Good Manufacture Practices (cG.M.P.) that govern them and receive initial and continuous training, including the hygiene instructions corresponding to their needs.

Therefore, all persons entering the manufacturing, packaging, storage locals or laboratories, for a visit, for a determined function or to execute work are subject to the rules and instructions listed below.

The minimal rules to be respected by every person in the manufacturing zones or the laboratories include the following:

1. Personal hygiene: begins at home, wash hands before any entry in a clean zone, after using the toilets and after all operations potentially contaminating, in accordance with the procedures related to the function.
2. No person suffering from an infectious disease or having an open wound on an exposed surface of the body can enter manufacturing zones.
3. Each person entering a zone, a cubicle or laboratory must wear adequate protective clothing while referring to the usual procedures. As a general rule, the wearing of closed overalls, a hat (covering completely the hair and the ears) and the cover shoes are obligatory in a production zone. Wearing an apron and security glasses are obligatory in the laboratories.
4. It is strictly forbidden to drink, eat (even chewing gum) or smoke in the manufacturing zones, the packaging zones and in the laboratories. There are rooms reserved for these uses.
5. In a manufacturing zone, all direct contact with a medicinal product must be avoided. The same applies to all parts of equipment in direct contact with the product. If the manipulation of the product is necessary, the wearing of mask and gloves is required to avoid contamination.
6. Access is forbidden to all visitors in the clean zones and laboratories. The persons having to enter these areas will be accompanied by a responsible person who will show them the usual procedures to be respected (e.g.: clothing) and the behavior to follow.
7. It is strictly forbidden to touch, to collect, to move or to take away products or equipment without previous authorization of a responsible person. Any abnormality noticed will have to be communicated to the responsible person.

We thank you for your collaboration and the respect of these minimal instructions that do not exclude the respect of the internal procedures.

A copy of this signed document should be kept by the employee and a copy sent to the person in charge of the department of the employee or of the visited person .The original is to be sent to the WQA Training Center for data entry and archiving

Name, First Name:	-----:---
External Company or UCB Department	-----:---
Date:	-----
Signature:	-----